



REQUEST FOR ASSISTANCE (RFA) INTAKE INTERVIEW LOG

Date: 1/22/2013	Interviewer: Laura Eckert	RFA #13 – 03-A
Name of Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): Student [REDACTED]		
Requested Assistance Pertaining To (name, position, policy, project, etc.) Professor [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☐ Student ☒
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐

Category: *(Please check at least one)*

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Employment
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Veteran Status	

Time Line		
Date	Item	Comments
1/18/2013	LKL t/c from Anna in DRS	Informed EOO of student pursuing an academic grievance; is considering filing an EO complaint.
1/23/2013	t/c LE Intake w/ [REDACTED] & husband	
1/23/2013	SGS t/c w/ Dean [REDACTED]	FYI – complaint; academic grievance on hold while EOO investigates.
1/23/2013	LE t/c w/ [REDACTED]	LE talked w/ Sue and [REDACTED]; put call in to Chuck Lambert. Academic grievance will be paused
1/23/2013	LE t/c w/ Anna in DRS	Anna talked to [REDACTED].
1/24/2013	Sue t/c	Asking Chuck Lambert to please call EOO.
1/24/2013	Sue t/c from Chuck Lambert	He is out of state. Clock stops on academic grievance.

1/25/2013	Sue/SGS t/c w/ [REDACTED]	Let [REDACTED] know that [REDACTED] is filing a discrimination complaint based on disability. Chuck and [REDACTED] both know.
1/28/2013	LE t/c w/ [REDACTED]	Talked about logistics of test-taking.
1/28/2013	LE Interview w/ [REDACTED]	
1/29,	LE t/c to [REDACTED]	Follow up questions, see notes
2/6/2013	LE & SGS o/c Chuck Lambert	See notes
2/6/13	LE t/c to [REDACTED]	Thank you for your patience, this takes a bit of time to review deliberately, met with Chuck this afternoon, will meet with [REDACTED] again soon, then hope to get back to you early next week. [REDACTED] frustrated, very difficult waiting, don't know if should be applying to other programs or if will be allowed to move forward as a [REDACTED] - really want to do [REDACTED]
2/11/13	o/c Sue, LE, [REDACTED]	Reviewed draft results, no new info from [REDACTED]
2/11/13	t/c to Chuck Lambert	Lm
2/12/13	Email from Chuck to Dean	In file
2/12/13	Dean email	In file
2/13/13	Sue and LE t/c to Chuck	Decision to allow enrolling for spring is done, he talked to committee chair and [REDACTED]
2/13/13	LE t/c to [REDACTED]	Lm
2/13/13	[REDACTED] t/c LE	LE told [REDACTED] b/c of preponderance of evidence of later return of quizzes and not same opportunity to review as peers prior to next quiz, may have impacted her ability to prepare for the quiz, therefore she is eligible to enroll for spring quarter. [REDACTED] "you have made my day. Thank you. Do I need to re-apply?" LE: no, you can cal [REDACTED] [REDACTED], tomorrow. LE: academic grievance, this does not change the grade in your class... [REDACTED]: that is fine with me, thank you
2/13/13	LE email to Chuck	Pls confirm [REDACTED] and [REDACTED] are aware of decision

Provide a summary of the discussion, including recommendations provided. Subsequent discussions, requests for assistance and/or follow-ups on this issue should be included chronologically below.